

1 FEB 1958

MEMORANDUM FOR THE RECORD

FROM : A Member of the Technical Accounting Staff

SUBJECT : Common Employee Index Number for Use in Finance Division

1. A meeting was held in the Office of the Chief, Technical Accounting Staff, 6 February 1958, to consider the implications of a memorandum from the Director of Security to the Comptroller, dated 12 December 1957, on the use of the common employee index number assigned by the Office of Personnel and to consider the effect, if any, the memorandum would have on the present procedures of the Finance Division using index numbers. Those present were:

representing Finance Division and representing the Technical Accounting Staff.

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2. The memorandum from the Office of Security included the following statements:

"2. The use of employee index numbers with the pseudonym in correspondence, cables, etc., as set forth in paragraph 3, Reference A, is questioned:

"a. Since the employee number will be used with the true name, the use of such number with the pseudonym could compromise the pseudonym; i.e., in event of loss of document, security violations, etc.

"b. Pseudonyms are not constant and are frequently changed; therefore, it is felt that the change would be ineffectual if always followed by the same employee index number.

"3. In view of the above, this Office does not concur in the use of the employee index number with pseudonyms....."

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Reference A as used in the memorandum quoted above referred to a memorandum from Deputy Comptroller to Chief Management Staff, dated 12 Jan 1957, which outlined the proposal to use a common employee index number.

3. The index number in use by the Finance Division is assigned and controlled by it and has no relation to the index number assigned by the Office of Personnel which was proposed for adoption, and which was the subject of discussion in the memorandum from the Office of Security. The index number assigned by the Finance Division is used on documents to and from the field in connection with pseudonyms, but it is not used with true names outside of Headquarters, except for certain WAF's who are reported in true name.

4. It was concluded that:

a. The use of the index number with pseudonyms by the Finance Division on documents and in communications to and from the field does not contravene the security implications placed upon the use of a common index number with pseudonyms as stated by the Office of Security; it was agreed that Finance Division would consider the assignment of a new index number for each instance involving a change in pseudonym.

b. The adoption by Finance Division of the index number assigned by the Office of Personnel should be deferred indefinitely. Making a change and adjusting procedures to positively eliminate questions of security implied by the Office of Security would tend to nullify the advantages of using a common index number and could result in a considerable increase in the administrative burden of processing documents (especially T/A's) from the field.

c. The entire payroll operation in Finance Division could be greatly simplified if the Agency were to adopt the practice which has received some consideration of using true names instead of pseudonyms in communications to and from the field. At a proper time, the feasibility of such use of true names relative to payroll procedures will be discussed with representatives of the Office of Security.

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